



June 2008

## **FLEET SERVICES COORDINATOR**

### **DEFINITION**

Under general supervision, plans, organizes, and coordinates fleet maintenance and repair operations; prepares budget documents, vehicle purchasing specifications, work orders, and reports; coordinates the division's activities with other City divisions, departments, and outside agencies; ensures compliance with applicable rules and regulations; provides technical and specialized assistance to the Public Works Director; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Public Works Director. May provide direct or general supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is an advanced journey-level class that oversees fleet maintenance and repair operations and activities. Specific responsibilities require comprehensive knowledge of fleet maintenance and repair, the ability to organize and oversee the work of staff, and the ability to execute various administrative responsibilities. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from Mechanic in that the latter performs the day-to-day maintenance and repair of fleet vehicles and equipment.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, coordinates, and reviews the maintenance of all fleet vehicles and equipment.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned services and operations.
- Monitors operations and activities of the fleet maintenance work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- Prepares and monitors work schedules to ensure timely completion of maintenance and repair activities; enters, maintains, and codes work orders.
- Coordinates assigned services and activities with those of other divisions, vendors, and outside agencies and organizations.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.

- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Prepares written specifications for all vehicle, vehicle utility bed, equipment, and shop tools/equipment purchases; prepares bid packets; identify bidders for bid list; reviews submitted bids and makes awards; organizes and monitors delivery and coordination between vehicle purchase and utility bed installation; assists in fire service bids.
- Ensures the compliance with applicable rules and regulations of the Environmental Protection Agency and Department of Environmental Quality; prepares reports and other necessary correspondence.
- Inspects and verifies work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Inspects the assigned City facilities and equipment for safety violations; ensures that safety procedures are followed and that safety equipment is worn; makes periodic safety presentations to assigned staff.
- Performs fleet maintenance and repair duties as required.
- Maintains and repairs back-up power generators; performs testing of all City-owned generators.
- Troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of fleet maintenance and operations program administration.
- Principles, practices, equipment, tools, and materials of fleet construction and maintenance.
- Applicable Federal, State, and local codes, laws, and regulations.
- Basic principles and practices of budget development, administration, and accountability.
- Basic principles and practices of vendor contract administration and evaluation.
- Safety principles, practices, and procedures of fleet maintenance and repair, including related equipment and materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct fleet and related maintenance and operations activities.

- Analyze, interpret, apply, and ensure compliance with Federal, State and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justifications for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by two (2) years of college-level coursework in a related field and five (5) years of journey-level experience in the maintenance of various types of equipment and vehicles.

**Licenses and Certifications:**

- Possession of a valid class A driver's license with the appropriate endorsements and satisfactory driving record.
- Possession of a Department of Environmental Quality Emissions Certificate.
- Possession of a Department of Environmental Quality Emissions/Environmental Protection Agency Refrigerant Certificate.
- Possession of a valid A.S.E. Certificate for autos.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around a standard shop setting and use and operate a variety of tools, power tools, equipment, and machinery; to operate a motor vehicle and drive on surface streets; to identify mechanical issues, to identify and locate parts and repair tools/equipment, to inspect, analyze, and diagnose problems with automobiles, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment; strength, stamina, and mobility to perform medium to heavy physical work; vision to read printed materials and a computer screen; color vision to read various dials, gauges, and

identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees primarily work in an office environment and partially in a centralized maintenance shop and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem and in interpreting and enforcing departmental policies and procedures.